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DD/S	70-0271
70-144/2	

21 JAN 1970

ED/S REGISTRY  
FILE 0+M9

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Personnel Ceilings FY 1970 and 1971

1. I have discussed this matter with the Director, and the distribution of personnel ceilings within the Support Directorate will be in accordance with the plan submitted in your memorandum of 8 January 1970 (DD/S 70-0064), as amended 14 January 1970 (DD/S 70-0151). The FY 1971 Congressional Budget will be prepared on this basis.

2. I have to caution you that arrangements for staffing some of the new, high priority activities have not been completed and it may be necessary at a later date to ask you for a few more positions. I hope this will not be the case.

3. Finally, will you please check through your numbers again and insure that none of the planned reductions are to be taken against those overseas technical collection activities that were removed from OPRED considerations as per the John Bross/[redacted] agreement.

25X1

[redacted]

25X1

L. K. White  
Executive Director-Comptroller

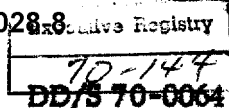
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PTB 70-0055

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8 JAN 1970

MEMORANDUM FOR: Executive Director-Comptroller

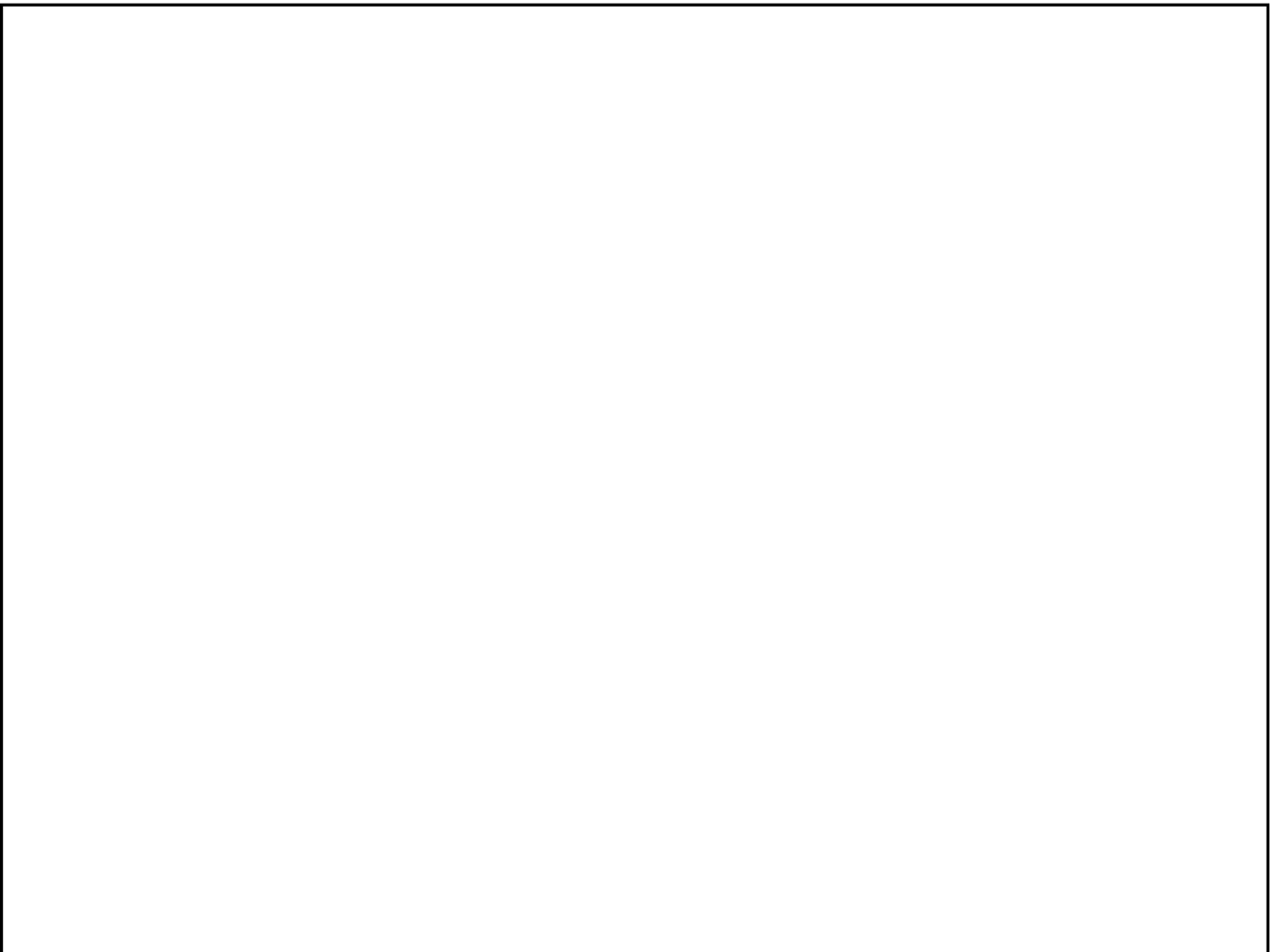
SUBJECT : Personnel Ceilings for FY 1970 and FY 1971

REFERENCE : Memo dtd 30 Dec 69 for DD/S fr Ex. Dir.-Compt.,  
same subj

1. This memorandum suggests action by the Executive Director-Comptroller; this action is contained in paragraph 16.

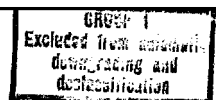
2. In response to the reference, the following tabulation sets forth the recommended personnel ceilings for Support Directorate Congressional Budgets:

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3. The recommended Congressional ceilings involve Support Directorate reductions for both fiscal years totaling [ ] ceiling positions. In all cases these reductions have avoided actions which would result in transfers of personnel and workload from the Support Directorate to other components. Such actions would, of course, be of no value in assisting the Agency to arrive at the required reduction.

4. Generally speaking, the cuts as now contemplated do not result in elimination of programs. They do, deliberately, forecast reduced levels and timeliness of services provided by all elements of the Support Directorate.

5. Medical -- The reduction of [ ] positions will result in reduced capacity to meet requirements in each of the functional areas. Fewer psychological and assessment studies and evaluations will be possible. Scheduling of physical examinations for all categories (applicant, Executive, overseas departees including dependents) will be stretched out. Other clinical support will necessarily be curtailed and the Operational Medical Support capabilities must be somewhat curtailed. Depending on case load, some offset of staff reductions by employment of contract technicians and nurses may be required.

6. Communications -- The reduction of [ ] will involve a generally reduced capability, particularly in crisis situations, as well as a reduced back-up capability. [ ] of these positions to be reduced stem from overseas OPRED reductions, and the impact of these reductions has been covered previously in the OPRED exercise. Additionally planned are the following:

a. The loss of [ ] R&D positions will stretch out both long- and short-range agent communications R&D efforts, as well as the EMSEC and COMSEC programs.



c. [ ] close support positions eliminated from among our [ ] overseas communication activities will mean generally a reduction of collected intelligence. It will also curtail support to surveys, crisis situations and Presidential travel.



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25X1 e. A reduction of ☐ COMSEC positions will increase our vulnerability to the technical penetration of concentrators through an increase of the time lapse between periodic inspections.

25X1 f. In view of the foregoing, it will be necessary to utilize ☐ previously authorized post-OPRED Headquarters increase in order to achieve a total reduction of ☐ positions. 25X1

25X1 25X1 25X1 25X1 7. ☐ -- The reduction of ☐ positions can be taken only by converting existing staff positions filled by non-rotatable personnel to contract positions. This will be done within the allowable time frame as present incumbents retire or resign.

25X1 25X1 25X1 25X1 25X1 8. Logistics -- As of 31 December 1969, this Office has ☐ people on duty, ☐ in excess of its authorized ceiling. Difficulties are being experienced in getting down to strength and, at the same time, adjusting the mix which was complicated by BALPA. Additional returnees are anticipated under the OPRED program. Thus, the ceiling reduction of ☐ in the Office of Logistics will require a total attrition of ☐ personnel not including OPRED returnees. The position reduction will be accomplished through contracting for the maintenance of the pneumatic tube systems (☐ positions) and for typewriter repair and overhaul now being done at ☐ positions) and by stretching out the response throughout the Office to customer requirements. Printing, space changes, supply requisitions, equipment shipments, construction and engineering support all will require more time than has been currently needed. We will necessarily move from the "right away" to "as soon as I can" response. 25X1 25X1

25X1 25X1 25X1 25X1 9. Personnel -- It is planned to cut ☐ recruiter positions by redistributing territories and by greater recruitment selectivity. ☐ positions will be taken from MMPD reflecting reduced Agency military assignees. Placement activities will be slower as ☐ positions are lost. Each of the other Divisions will be cut by one position in making the total reduction of ☐. Note should be made of the "body" impact of ☐ on duty personnel, this Office having been in an overstrength condition as it provided two individuals for the Allowance Committee secretariat, one for Bond and Fund drives and blood program. The impact of the Voluntary Investment program will be considerable, at least at the outset, and no positions are available for this work. OP will further be able to be less responsive to requirements for special studies and analyses which have been called for by many levels in the Agency in recent years.

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25X1 10. Security -- The assigned reduction of [ ] positions will result in slower reaction time and reduced service. In personnel security, which functions are being cut [ ] positions, the handling times for all levels of clearances and file searches will increase and the polygraph support will be slower. The reinvestment program will also suffer. Investigation and operational support work will also require additional time as [ ] positions are dropped, largely in the [ ] [ ] The "contribution" of physical and technical security activities is [ ] positions, necessitating a longer timetable for overseas [ ] surveys of all types and the closing of several receptionist posts. The remaining three positions will reduce the capacity to deal with the increasing ADP security problems and curtailing training and special study capabilities.

25X1 11. Finance -- The reduction of [ ] positions will be spread among all functions of this Office. Naturally, such problems as overlap of rotational assignments, overtime during peak periods and occasional backlogs will occur. I believe it is worth noting that we contemplate elimination of the Covert Claims Branch within the Certification and Liaison Division by dividing and assigning its functions to other components within this Office. The net effect of the merger is expected to save a Branch Chief and a Branch Deputy Chief positions.

25X1 12. Support Services Staff -- The total reduction of [ ] positions will be taken from Information Processing Branch (SIPS Task Force). Hopefully, there will be no significant delay in implementing SIPS systems. There will certainly be little, if any, capacity to respond to new and special requirements such as developed during the past year for contract personnel, technical inventory (for TSD and OC), and contract information systems.

25X1 14. The foregoing is offered without any knowledge regarding areas of reduction in other Directorates of the Agency. These reductions may require slight adjustments in our plans should they impinge upon the services which we anticipate supplying.

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16. It is recommended that you approve the Congressional ceilings tabulated in paragraph 2 above.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

The recommendation contained in paragraph 16 is approved.

*See Ex Dir memo to  
DD/S dtd 21 Jan 70,  
Subj: Personnel Ceilings FY 1970 and 1971*

L. K. White  
Executive Director-Comptroller

Date

ADD/S:JWC/ms (8 Jan 70)

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DD/S 69-5781

20 DEC 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Personnel Ceilings for FY 1970 and FY 1971

1. At our meeting of 17 December it was agreed that I would provide targets to achieve the five percent personnel reduction required by year-end FY 1971. Accordingly, I ask that you consider the following figures as the new ceilings for your Directorate:



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2. These ceilings have been determined after consideration of various factors affecting your Directorate, including OPRED reductions, current vacancy situations, guidance from the DCI concerning the general posture of the Agency, recent program decisions affecting the 1971 budget, and the comments of the Deputies made at the 17 December meeting.

3. It is requested that you provide me by close of business on 8 January with a distribution of these ceilings by component and a specific statement of the impact you believe these new ceilings will have on the programs and manpower resources of your Directorate. In addition, since further adjustments may be necessary, please provide a revised component breakdown and statement of additional impact which assumes a 1971 ceiling with ☐ fewer positions than indicated above.

25X1

4. O/PPB will be glad to assist you in the preparation of this information and to advise you of the rationale by which the proposed ceilings were reached.

*L. K. White*

L. K. White  
Executive Director-Comptroller



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